

# EVALUATION FACTORS USED BY INTERVIEWERS

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The Northwestern Endicott Report provided this survey of 153 companies, with the interviewers stating which negative factors were used to evaluate potential employees.

1. Poor personal appearance
2. Overbearing – overaggressive – conceited – superiority complex
3. Inability to express her/himself clearly – poor voice, diction, grammar
4. Lack of planning for career – no purpose and goals
5. Lack of interest and enthusiasm – passive, indifferent
6. Lack of confidence and poise – nervousness, ill-at-ease
7. Failure to participate in activities
8. Overemphasis on money – interest in best dollar offer
9. Poor scholastic record – just got by
10. Unwilling to start at the bottom – expects too much too soon
11. Lack of tact
12. Lack of maturity
13. Lack of courtesy – ill mannered
14. Condemnation of past employers
15. Lack of social understanding
16. Marked dislike of school
17. Lack of vitality
18. Fails to look interviewer in eye
19. Limp, fishy handshake
20. Indecision
21. Sloppy application blank
22. Merely shopping around
23. Wants job only for short time
24. Little sense of humor
25. Lack of knowledge of field of specialization
26. Parents make decisions for her/him
27. No interest in company or industry
28. Emphasis on whom s/he knows, not what s/he knows
29. Unwillingness to go where we send her/him
30. Cynical
31. Lazy
32. Intolerant – strong prejudices
33. Narrow interests
34. No interest in community activities
35. Inability to take criticism
36. Asks no questions about the job
37. Radical ideas
38. Late to interview without good reason
39. Never heard of company
40. Failure to express appreciation for interviewer's time

# THINK LIKE AN EMPLOYER

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After the interview, an employer will use certain criteria to evaluate the interviewee. Use this list of criteria to prepare yourself for an interview – you can control the outcome of an interview by planning in advance to rate positively in these criteria.

1. Is this person qualified?
2. Does this individual understand the job responsibilities and requirements?
3. Could this person learn quickly? Or be trained easily?
4. Will this person understand orders...and follow them?
5. Will this person fit in?
6. Is the application neat? What impression does it give of this person's work?
7. Will this person get along with others?
8. Is this person dependable?
9. Does this person dress appropriately?
10. Will this person be able to work independently...or require constant supervision?
11. Is this person responsible?
12. Does this person have personal problems that might affect work?
13. Can I trust this person?
14. Will this person work hard?
15. Will this person be loyal to the company?
16. Will this person be able to handle pressure well?

\*Additional resources and/or workshops may be available.  
Please check with our Resource Specialist.